



EXAMINATION OPEN TO THE PUBLIC

DRAFTER 1

ANNUAL:\$41,679  
SALARY: \$57,183

SALARY  
GROUP: ES 16

APPLICATION CLOSING  
DATE: OCTOBER 31, 2014

EXAM  
NO: 141550OCRB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

**PURPOSE OF CLASS:** In a state agency this class is accountable for independently performing a full range of tasks in the preparation of complicated plans, drawings, maps and/or details from sketches, notes and survey data for engineering projects.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **OCTOBER 31, 2014.**

**GENERAL EXPERIENCE:** Three years of experience in the field of drafting.

**SUBSTITUTIONS ALLOWED:** College or technical school training in architectural drafting or design, civil engineering drafting, or civil engineering may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years for an Associate's degree.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of principles, practices and methods of architectural or civil engineering drafting; knowledge of mathematics such as algebra and geometry; some knowledge of specification writing; some knowledge of building and civil engineering construction methods, materials and specifications; ability to prepare drawings, details and plans; ability to utilize computer software.

**THE EXAMINATION WILL BE COMPOSED OF:**

**PART**  
**EXPERIENCE AND TRAINING**

**WEIGHT**  
**100%**

**APPLICATION/EXAMINATION INSTRUCTIONS:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by October 31, 2014. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Examination scores will be mailed by December 19, 2014. **A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.